

## **COMPETITIVE POS TABLE OF CONTENTS**

### **SECTION 1 - ADMINISTRATIVE OVERVIEW**

I.	Authority .....	1-1
II.	RFP Organization .....	1-1
III.	Contracting Office .....	1-2
IV.	Procurement Timetable .....	1-2
V.	Orientation .....	1-2
VI.	Submission of Questions.....	1-3
VII.	Submission of Proposals .....	1-3
VIII.	Discussions w/Applicants Prior to, or After Proposal Submittal Deadline .....	1-4
IX.	Additional Materials and Documentation.....	1-4
X.	RFP Amendments .....	1-4
XI.	Final Revised Proposals.....	1-4
XII.	Cancellation of Request for Proposal .....	1-5
XIII.	Costs for Proposal Preparation .....	1-5
XIV.	Provider Participation in Planning.....	1-5
XV.	Rejection of Proposals .....	1-5
XVI.	Opening of Proposals.....	1-5
XVII.	Notice of Award.....	1-6
XVIII.	Protests.....	1-6
XIX.	Availability of Funds .....	1-7
XX.	Criteria by which the Performance of the Contract will be Monitored and Evaluated .....	1-7
XXI.	General and Special Conditions of Contract.....	1-7
XXII.	Cost Principles .....	1-7

### **SECTION 2 - SERVICE SPECIFICATIONS**

I.	Introduction	
A.	Background .....	2-1
B.	Purpose or need.....	2-1
C.	Description of the goals of the service.....	2-1
D.	Description of the target population to be served.....	2-1
E.	Geographic coverage of service.....	2-1
F.	Probable funding amounts, source, and period of availability .....	2-1
II.	General Requirements	
A.	Specific qualifications or requirements, including but not limited to licensure or accreditation .....	2-2
B.	Secondary purchaser participation.....	2-2

C.	Multiple or alternate proposals .....	2-2
D.	Single or multiple contracts to be awarded.....	2-2
E.	Single or multi-term contracts to be awarded.....	2-2
F.	RFP contact person .....	2-3
III. Scope of Work		
A.	Service Activities(Minimum and/or mandatory tasks and responsibilities) .....	2-3
B.	Management Requirements .....	2-3

## **SECTION 3 - POS PROPOSAL APPLICATION INSTRUCTIONS**

I.	General Instructions .....	3-1
	Background and Summary.....	3-2
II.	Experience and Capability	
A.	Necessary Skills and Experience .....	3-2
B.	Quality Assurance and Evaluation.....	3-2
C.	Coordination of Services .....	3-2
D.	Facilities.....	3-2
III.	Personnel: Project Organization and Staffing	
A.	Proposed Staffing.....	3-2
B.	Staff Qualifications .....	3-3
C.	Supervision and Training.....	3-3
D.	Organization Chart.....	3-3
IV.	Service Delivery .....	3-3
V.	Financial	
A.	Pricing Structure .....	3-4
B.	Other Financial Related Materials (Optional) .....	3-5
VI.	Other	
A.	Litigation.....	3-6

## **SECTION 4 - PROPOSAL EVALUATION**

I.	Introduction.....	4-1
II.	Evaluation Process	
A.	Evaluation Categories and Threshold .....	4-1
III.	Evaluation Criteria	

A.	Phase 1 - Evaluation of Proposal Requirements .....	4-2
B.	Phase 2 - Evaluation of POS Proposal Application.....	4-2
C.	Phase 3 - Recommendation for Award .....	4-4

## **SECTION 5 - ATTACHMENTS**

- A      Competitive POS Application Checklist
- B      POS Proposal Application - Sample Table of Contents
- C.